

TE MATAPIHI - Bulls Community Centre

Alcohol Host Responsibility Form



This alcohol host responsibility form must be completed for any event held at the Bulls Community Centre that will have alcohol available.

Events that have alcohol for sale will require a special liquor licence. This must be made and signed 2 weeks before the event. (Sale of alcohol provided as part of the ticket price).

Details of Hirer

Business/Organisation Name _____

Date/s of hire: _____ Time of hire: _____

Event Details:

Event Description: _____

Name of supervisors/managers at event: _____

Number of people attending event: _____

What are the entry requirements? (e.g. tickets/invitation/employees, etc.) _____

Method of alcohol service:

- Alcohol will be supplied to guests
- The event is BYO
- Other (Please elaborate) _____

Type of container / glass the alcohol will be provided in:

- Glass
- Plastic / Cans
- Other (Please elaborate) _____

Venue area restrictions: (e.g. outdoor restricted area, etc.) _____



Hosts Responsibility

What are the provisions for? Where and how will they be available to the guests?

Food (Describe type of food: _____)

Non-alcoholic refreshments _____

Type of alcohol: _____

Security

What measures will be in place if the need of security or issues with intoxicated persons were to arise during the event? _____

Will guests be able to leave the venue with alcohol at any time during the event? If so, what restrictions would be put in place and how do you plan to monitor this? (e.g. outdoor area for smokers drinks to be in plastic containers, restricted areas, etc.) _____

Transport

What steps will be taken to provide help with and information about alternative forms of transport from the venue? _____

IT IS THE HIRERS RESPONSIBILITY TO ENSURE THAT NO PARTICIPANT/GUEST OF THE EVENT DRIVES INTOXICATED.



Important Information for Hirer

Guests must not take alcohol outside of the venue unless otherwise arranged with Rangitikei District Council staff. As it is a public area and would require a special liquor licence. It is suggested to have an area fenced off if you wish for guests to have access outside with alcohol during the event.

It is illegal to supply to someone under the age of 18 years unless:

The person supplying the alcohol is the parent or legal guardian and the alcohol is supplied in a responsible manner, or

The person supplying alcohol has the express consent of the young person's parent or legal guardian and the alcohol is supplied in a responsible manner.

It is illegal to supply or continue to supply to someone that is intoxicated.

Agreement

I have read and understood the conditions and information outlined in this form. I accept full responsibility for the actions of my guests and confirm efforts will be undertaken to ensure the safety of my guests during their time at the Bulls Community Centre.

Name: _____

Signature: _____ Date: _____